

DELIVERY MANAGEMENT SYSTEM



Implementing effective traffic and delivery co-ordination



User Guide

Making & Editing Bookings

<http://mskonlinedeliverysystem.co.uk/>



Making the difference today for tomorrow's generation

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Delivery Management System

Overview

An effective delivery management system is crucial tool to assist any site with the smooth access and egress of materials and waste on a project.

The MSK Delivery Management System (DMS) will enable the Logistics Team on site to manage the deliveries and the collection of materials and waste from site efficiently. It also assists in avoiding any confusion, double booking of equipment and loading bays and the potential buildup of site traffic causing congestion to the public and transport in the area.

The system requires the use of a computer and access to the internet. It comprises of a simple system managed by the MSK Logistics Team on site and the offsite Administrator. Full access can be given to the Principle Contractor staff as requested and subcontractors who will at some stage of the project be required to have material delivered to/removed from site.

Read only access can be afforded to individual subcontractors or principal contractor staff who may need to view delivery details but not have 'system user' access.

Other individuals without system user access can be included to receive reports such as daily usage, CO2 emissions and booking confirmations – the system administrator can arrange this when the project is initially set up on the system.



Delivery Management System

Operating Information:-

1. Sites using the system will be site specific to address.
2. All 'users' will have their own username and password, allowing them access to the system, 24 hours a day - even off site, although immediate bookings may or may not be able to be made depending on the site delivery lead up time; specified by the site management and via GPRS mobile phone connection.
3. The MSK logistics manager will be the account holder of the system and will manage the system accordingly, under the control of the site management.
4. Training will be given to all personnel who will be using the system if required.

Getting started: -

- Create a link to the Internet.
- Sign in <http://mskonlinedeliverysystem.co.uk/>

Login

DELIVERY MANAGEMENT SYSTEM **msk** [\[Log In \]](#)

LOGIN

Please login using your username and password.

Username:

Password:

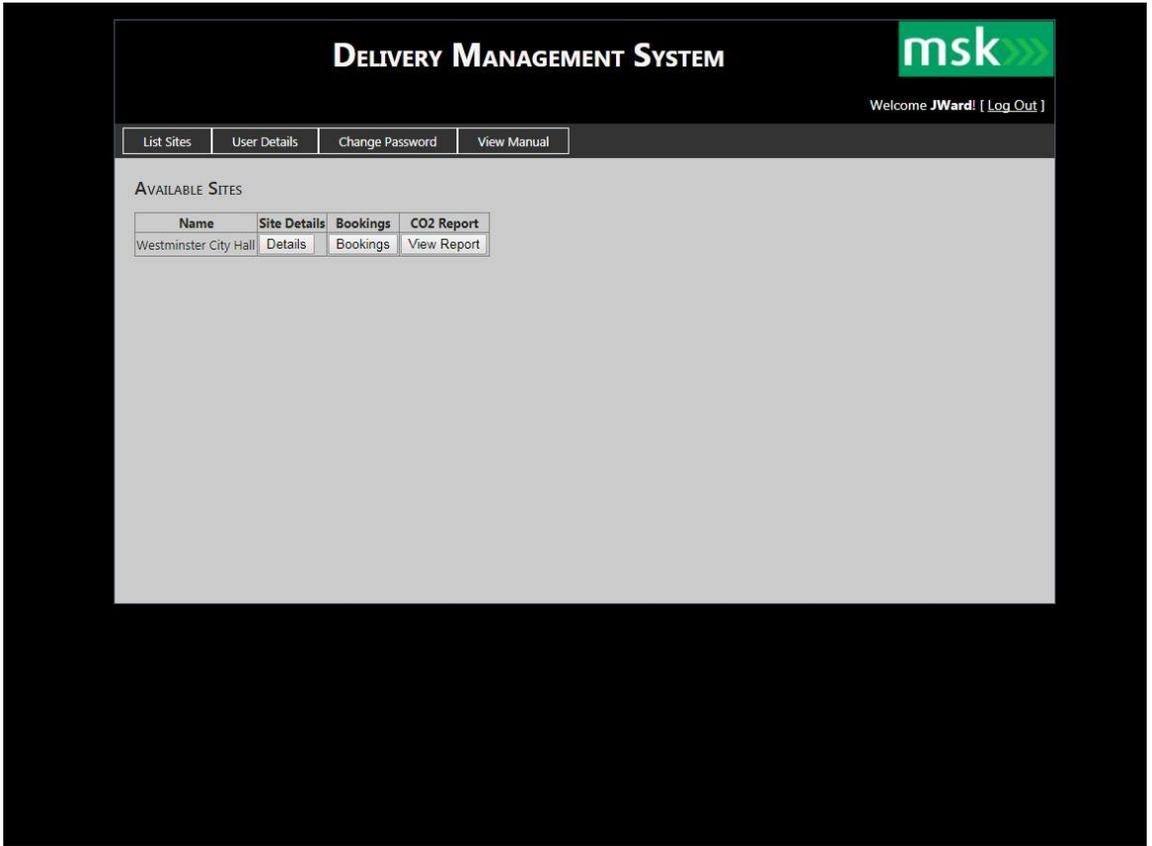
[Forgotten password?](#)

1. Enter user name and password to login.

Delivery Management System

Logging In

After a user name and password have been entered – your available site list will be visible.

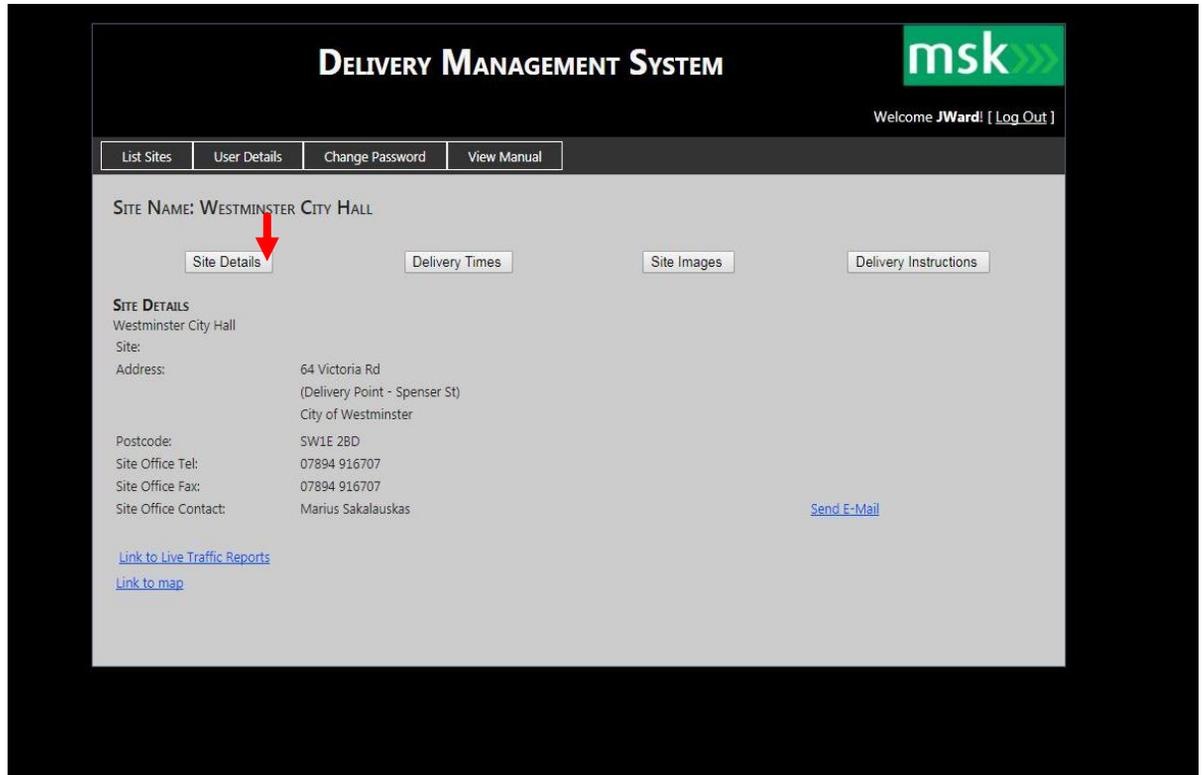


Delivery Management System

Viewing Site Details

Click on the Site Details tab to view:

- Site Address
- Contact Details
- Links to maps, traffic /weather reports (URLs can be amended to be relevant to site)
- Send Email – allows the user to email the system administrator



The screenshot displays the 'DELIVERY MANAGEMENT SYSTEM' interface. At the top right is the 'msk' logo and a user greeting: 'Welcome J Ward! [Log Out]'. Below this is a navigation bar with tabs: 'List Sites', 'User Details', 'Change Password', and 'View Manual'. The main content area shows 'SITE NAME: WESTMINSTER CITY HALL'. A red arrow points to the 'Site Details' tab, which is currently selected. Other tabs include 'Delivery Times', 'Site Images', and 'Delivery Instructions'. Under 'SITE DETAILS', the following information is listed:

Site:	Westminster City Hall
Address:	64 Victoria Rd (Delivery Point - Spenser St) City of Westminster
Postcode:	SW1E 2BD
Site Office Tel:	07894 916707
Site Office Fax:	07894 916707
Site Office Contact:	Marius Sakalauskas

Additional links are provided: [Link to Live Traffic Reports](#), [Link to map](#), and [Send E-Mail](#).

Delivery Management System

Viewing Delivery Times

Click on the Delivery Times tab to view site delivery times and any restrictions.

DELIVERY MANAGEMENT SYSTEM 

Welcome **PSharp!** [[Log Out](#)]

List Sites | User Details | Change Password | View Manual

SITE NAME: WESTMINSTER CITY HALL

[Site Details](#) | [Delivery Times](#) | [Site Images](#) | [Delivery Instructions](#)

PROJECT DELIVERY TIMES

Site Delivery Times

Monday	08:00 to 17:00
Tuesday	08:00 to 17:00
Wednesday	08:00 to 17:00
Thursday	08:00 to 17:00
Friday	08:00 to 11:00 ,13:00 to 17:00
Saturday	08:00 to 13:00
Sunday	<Closed>



Delivery Management System

Viewing Delivery Instructions

Click on Delivery Instructions tab

The screenshot shows the MSK Delivery Management System interface. At the top, the title 'DELIVERY MANAGEMENT SYSTEM' is displayed next to the MSK logo. A navigation bar includes 'List Sites', 'User Details', 'Change Password', and 'View Manual'. The user is logged in as 'Welcome PSharp!' with a 'Log Out' link. The main content area shows the site name 'WESTMINSTER CITY HALL' and four tabs: 'Site Details', 'Delivery Times', 'Site Images', and 'Delivery Instructions'. A red arrow points to the 'Delivery Instructions' tab, which is currently selected. Below the tabs, the 'DELIVERY INSTRUCTIONS' section contains the following text:

Also refer to attached Diagrams / Site Images.

All deliveries are to follow any ISG traffic routing/turning or reversing under the control of ISG's loading bay manager and banksmen. No vehicle movements shall be allowed within the loading / unloading area without an approved Banksman being present.

All equipment certification and driver's certification of competence must be available for inspection by ISG. All trade contractors must provide a Risk Assessment and Method Statement detailing how they will unload vehicles and move materials to the site work face / storage point. The risk assessment must consider Health and Safety and Environmental risks.

Site, vehicle, height or width restrictions: No vehicles longer than 12m. 3 point turn on Spenser St required to exit the project.

Use of a Goods Hoist. Located within Loading Bay 01 (Refer Transport and Logistics Plans)

- **Use of a Moffet Fork Lift.** All equipment certification and driver's certification of competence must be available for inspection by ISG.
- **Use of a HIAB.** All equipment certification and driver's certification of competence must be available for inspection by ISG.

• **ADDITIONAL CONTACTS.** T.B.C

Approved vehicles (**Rigid Backed Vehicles Only**)

All deliveries must be booked in a minimum of 24 hours in advance of the intended delivery time, with the ISG / MSK Logistic Manager, using the on line delivery booking system, indicating the expected duration for unloading the materials and the distribution to the required floor.

TC's delivery slot allocation is 1 hour minute intervals, to a maximum of 2 hours, at the discretion of ISG

Vehicles must be driven safely and the site rules observed at all times. Vehicle speed approaching and leaving the loading areas should be limited to 5 mph.

The vehicle banksman is to ensure that the loading areas will be barriered off when in use to prevent unauthorised pedestrian access.

All delivery vehicles shall provide their own fall arrest equipment where there is a risk of fall of either personnel or materials from the back of the vehicle. ISG will not provide a local fall arrest system or harness. Vehicles failing to provide fall arrest systems will be turned away from site.

Full Personal 5 point Protective Equipment (PPE) is to be worn at all times – (hi-vis vest or jacket, safety footwear, helmet, gloves and glasses), including the drivers when they are outside their cabs.

Engines are to be switched OFF when the vehicle is not in use.

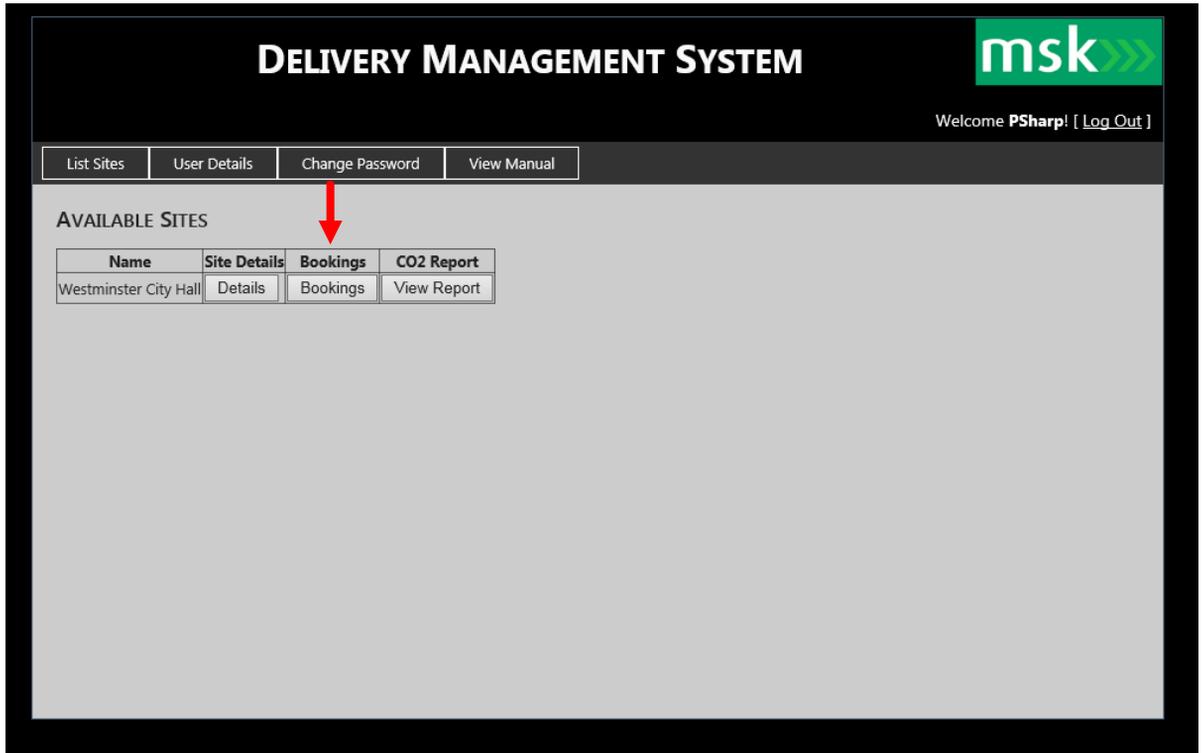
1. Instructions are site specific as approved by site management and can be altered as the site develops, upon request to the MSK systems administrator.
2. Subcontractors are to read the delivery instructions before they commit to a vehicle delivery. They can then pass on the instructions to the delivery vehicle driver to ensure compliance.
3. Non-compliance with the delivery instructions could lead to the vehicle being refused entry to site.
4. Further specific instructions can also be found under Site Images.

Delivery Management System

Make A Booking

[Return to List Sites](#) tab

Click on Bookings – you will be taken to the Daily Bookings view



The screenshot displays the 'DELIVERY MANAGEMENT SYSTEM' interface. At the top right is the 'msk' logo. Below the header, a navigation bar contains buttons for 'List Sites', 'User Details', 'Change Password', and 'View Manual'. The main content area is titled 'AVAILABLE SITES' and features a table with the following structure:

Name	Site Details	Bookings	CO2 Report
Westminster City Hall	Details	Bookings	View Report

A red arrow points to the 'Bookings' button in the table.

Delivery Management System

Make A Booking

Within the Daily Bookings view, click on new booking

DELIVERY MANAGEMENT SYSTEM



Welcome **PSharp!** [[Log Out](#)]

List Sites
User Details
Change Password
View Manual

VIEW BOOKINGS

CURRENT SITE: WESTMINSTER CITY HALL

Select the date to view bookings:

July 2017								
<	Mon	Tue	Wed	Thu	Fri	Sat	Sun	>
	26	27	28	29	30	1	2	
	3	4	5	6	7	8	9	
	10	11	12	13	14	15	16	
	17	18	19	20	21	22	23	
	24	25	26	27	28	29	30	
	31	1	2	3	4	5	6	

DAILY VIEW OF BOOKINGS FOR 18/07/2017

LOADING BAY USAGE

Hover over the block to get a summary of the booking, and click on it to view the full details in a new page.

	08:00	08:30	09:00	09:30	10:00	10:30	11:00	11:30	12:00	12:30	13:00	13:30	14:00	14:30	15:00	
Spenser St Loading Bay																
	15:30	16:00	16:30													
Spenser St Loading Bay																

EQUIPMENT USAGE

	08:00	08:30	09:00	09:30	10:00	10:30	11:00	11:30	12:00	12:30	13:00	13:30	14:00	14:30	15:00	
Goods Hoist 01																
	15:30	16:00	16:30													
Goods Hoist 01																

Please note: Print Day View and Email Day View are not currently in use on this page and are currently being developed.

Delivery Management System

Make a Booking

Complete all fields with information required to complete the booking, then click save booking.

msk
Welcome PSharp! [[Log Out](#)]

List Sites
User Details
Change Password
View Manual

MAKE A BOOKING FOR: WESTMINSTER CITY HALL

Short description:

Full description (type of material, quantity etc)

Delivery Company

Loading Bay Spenser St Loading Bay

Date of Booking

July 2017						
Mon	Tue	Wed	Thu	Fri	Sat	Sun
26	27	28	29	30	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

20/07/2017

Start Time 08:00

Duration 30 minutes

Vehicle Registration

FORS Number

FORS Level Unknown

Drivers Name

Vehicle Type Skip Vehicle

From Postcode

To Postcode

Moffat Truck
 Pallet Truck
 A-Frame
 Flat Bed Hand Trolley
 Goods Hoist

Equipment ↓

Save booking

Notes

- Information must be supplied for all fields before a delivery booking is made.
- The postcode requirement of vehicles is to calculate the carbon footprint of the delivery vehicles to site.
- Bookings that need any adaption, cancellation etc should be made by the MSK onsite system manager.
- Should the site management need to cancel your delivery for a priority, you will receive an email informing you to contact the logistics manager.
- Be aware emails may turn up in your junk/spam folder.

Delivery Management System

Viewing Bookings

Once a booking has been saved it will appear in the [site bookings](#) page .

The List View shows all bookings that have been made for that day.

Please note: On this page the Print List View button **is** operational , the Email List View is still under development.

DELIVERY MANAGEMENT SYSTEM msk

Welcome PSharp! [Log Out]

List Sites | User Details | Change Password | View Manual

VIEW BOOKINGS

CURRENT SITE: WESTMINSTER CITY HALL

Select the date to view bookings:

Mon	Tue	Wed	Thu	Fri	Sat	Sun
26	27	28	29	30	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

New Booking

List View | Daily Bookings

ALL BOOKINGS FROM 18/07/2017 FOR WESTMINSTER CITY HALL

Start Time	End Time	Booker	Details	FORS Number	Drivers Name	Registration	Loading Bay	Equipment
20/07/2017 11:00:00	20/07/2017 11:30:00	Multi Services Kent	Timber				Spenser St Loading Bay	Goods Hoist 01

Print List View | E-Mail List View

New Booking

Full details of a booking are available if clicked on within the List View.

DELIVERY MANAGEMENT SYSTEM msk

Welcome JWard! [Log Out]

List Sites | User Details | Change Password | View Manual

BOOKING DETAILS

Short Description: Timber

Full Description: 60 lengths of 4x2 sawn and 40 lengths of 2x2 treated

Delivery Company: Fulham Timber Merchants

Loading Bay: Spenser St Loading Bay

Booking Date: 20/07/2017

Start Time: 11:00

Duration: 00:30

Vehicle Registration:

FORS Number:

FORS Level: Unknown

Drivers Name:

Vehicle Type: Rigid Vehicle - 3.5T to 7.5T

From Postcode: SW15

To Postcode: W1

Equipment: Goods Hoist 01

Booked By: PSharp

Delivery Management System

Viewing Bookings

The Daily View shows colour- coded delivery location and equipment booked at those times.

An overview of the booking appears if the delivery slot is pointed to or hovered over.

DELIVERY MANAGEMENT SYSTEM


Welcome PSharp! [[Log Out](#)]

List Sites
User Details
Change Password
View Manual

VIEW BOOKINGS

CURRENT SITE: WESTMINSTER CITY HALL

Select the date to view bookings:

July 2017						
Mon	Tue	Wed	Thu	Fri	Sat	Sun
26	27	28	29	30	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

DAILY VIEW OF BOOKINGS FOR 20/07/2017

LOADING BAY USAGE

Hover over the block to get a summary of the booking, and click on it to view the full details in a new page.

	08:00	08:30	09:00	09:30	10:00	10:30	11:00	11:30	12:00	12:30	13:00	13:30	14:00	14:30	15:00
Spenser St Loading Bay															
Spenser St Loading Bay															

Bookers Company: Multi Services
 Kent
 Description: Timber
 LoadingArea: Spenser St Loading Bay
 Equipment: Goods Hoist 01

EQUIPMENT USAGE

	08:00	08:30	09:00	09:30	10:00	10:30	11:00	11:30	12:00	12:30	13:00	13:30	14:00	14:30	15:00
Goods Hoist 01															
Goods Hoist 01															

Delivery Management System

Viewing CO2 Reports

From the List Sites view, click on View Report.

DELIVERY MANAGEMENT SYSTEM msk

Welcome PSharp! [[Log Out](#)]

List Sites | User Details | Change Password | View Manual

AVAILABLE SITES

Name	Site Details	Bookings	CO2 Report
Westminster City Hall	Details	Bookings	View Report

Select report type and period and click on Run CO2 Report. The report appears below and a print or email function can then be selected.

DELIVERY MANAGEMENT SYSTEM msk

Welcome PSharp! [[Log Out](#)]

List Sites | User Details | Change Password | View Manual

CO2 REPORTS

Group by Vehicle Type Yes No

Group by Period

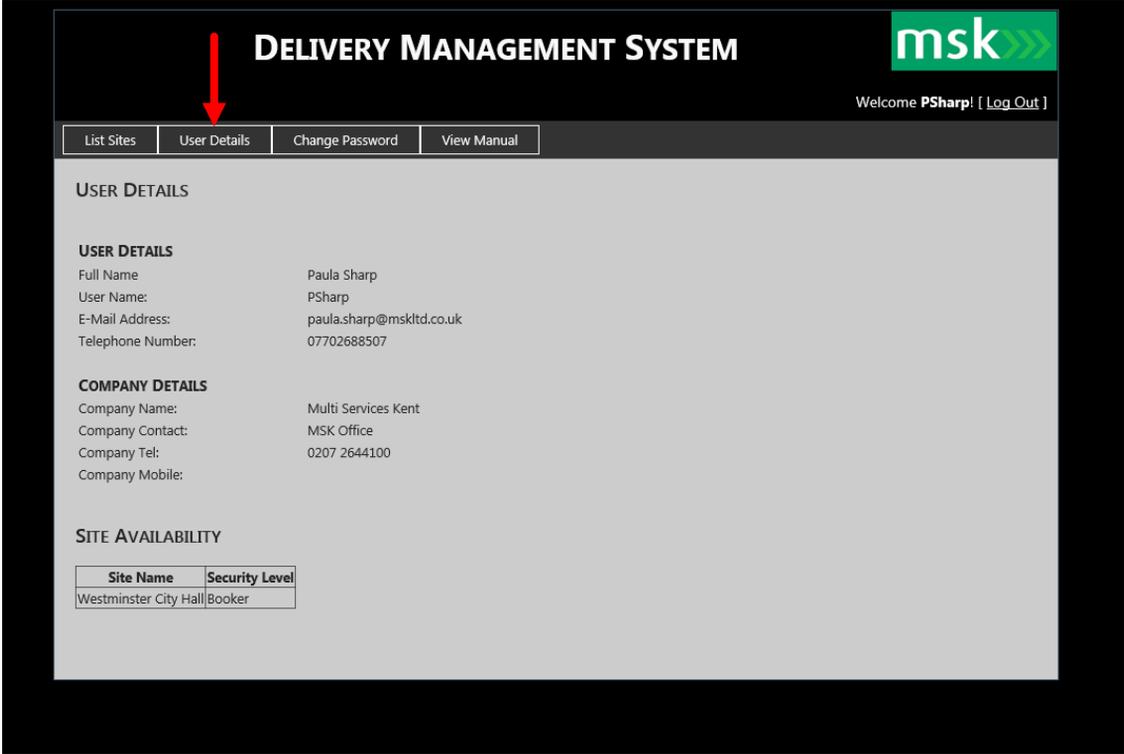
CO2 REPORT FOR MULTI SERVICES KENT GROUPED BY SUBCONTRACTOR, VEHICLE AND DAY

Carbon Emissions	Total Mileage	Subcontractor	Vehicle Type	Year	Month	Day
9.000000	15.00	Multi Services Kent	Compactor	2017	7	4
5.650000	10.00	Multi Services Kent	Rigid Vehicle - 3.5T to 7.5T	2017	7	20

Delivery Management System

User Details

To view your user account details, from the home page click on the User details tab.



DELIVERY MANAGEMENT SYSTEM **msk**

Welcome **PSharp!** [[Log Out](#)]

[List Sites](#) | [User Details](#) | [Change Password](#) | [View Manual](#)

USER DETAILS

USER DETAILS

Full Name: Paula Sharp
 User Name: PSharp
 E-Mail Address: paula.sharp@msktd.co.uk
 Telephone Number: 07702688507

COMPANY DETAILS

Company Name: Multi Services Kent
 Company Contact: MSK Office
 Company Tel: 0207 2644100
 Company Mobile:

SITE AVAILABILITY

Site Name	Security Level
Westminster City Hall	Booker

- This page shows the details of the authorised account user, i.e. subcontractor, managers etc. Together with the company name, email address and contact number (s).
- All information is available to all other users when viewing originator of delivery details.

Delivery Management System

Edit Account

To change your password from the home page click on the Change Password tab and completed the fields as requested.

DELIVERY MANAGEMENT SYSTEM **msk**

Welcome **PSharp!** [Log Out]

List Sites | User Details | **Change Password** | View Manual

CHANGE PASSWORD

Current Password

New Password

Confirm Password

- The main account can only be edited by the account holder, (MSK logistics manager). They would be responsible for adding to or removing personnel from the system.
- Each 'user' will have his/ her own dedicated password for entry to the system.
- The account 'user' can change their account details only.
- Users will only be able to access and edit their own account to implement changes, but will be able to view the whole delivery system of other subcontractors using the system on site.